February 12, 2014

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I have always wanted to visit Italy. I am interested in the different beautiful areas in Italy as well as its diverse culture. I also enjoy the delectable foods that originated in Italy.

Over the course of the next 7 ½ weeks, I expect to learn about Italian culture, food, business etiquette and some important phrases in Italian. Having this knowledge will enable me to effectively interact with the inhabitants of Italy and easily adjust to the Italian culture. Knowing certain information will allow me to live and prosper in Italy. My Global Networking course will further inform me on how to live in different countries, such as Italy. This class will also make me aware of the differences in cultures around the world and how to work with the people of Italy. I will also learn certain Italian phrases that will be necessary to know. I will be ready to benefit to your Italian branch of the Talbot Thingamajig, Inc. by the end of this course.

Lastly, I think I would be a great addition to this team because I am very responsible and hard-working. My one-hundred percent completion record of homework proves that I am responsible and able to complete requested tasks. Also, I work hard to receive A’s in all of my classes. Responsibility and hard-work will be required to effectively work in Italy.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Olivia G. Caplan

2752 Drake Court

Gibsonia Pa, 15044